



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON DC 20374-5065

IN REPLY REFER TO

23 January 2001

From: Director, Community Management
To: Distribution

Subj: ACQUISITION PROFESSIONAL COMMUNITY SELECTION STANDARD
WAIVER PROCEDURES

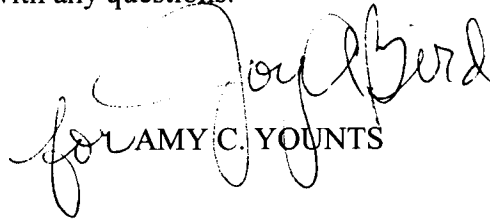
Ref: (a) CM ltr dtd 18 Dec 00
(b) SECNAV Inst 5300.36, Chapter V

Encl: (1) Sample Waiver Request Cover Letter
(2) APC Selection Standard Waiver Request Form

1. This letter establishes procedures for requesting Acquisition Professional Community (APC) selection standard waivers needed for personnel designated into the Defense Acquisition Workforce Improvement Act (DAWIA) within the Naval Facilities Engineering Command.
2. Currently all 1102 and 8xx positions within NAVFACENGCOM have been designated into DAWIA. Because NAVFACENGCOM only recently designated its 8xx workforce into the acquisition workforce, this letter establishes procedures for requesting waivers. As mentioned in reference (a), prior to being selected for any designated Critical Acquisition Position (CAP), GS-14/15, law mandates that the selectee must be a member of the APC. Only persons in, or tentatively selected for, CAPs may be granted APC selection standard waivers.
3. Community Management staff at the Naval Facilities Acquisition Center for Training (NFACT) in Port Hueneme, CA, will centrally manage the APC waiver process. Ms. Judy Boos will serve as the central point of contact for all waiver processing and any questions that pertain to waivers. Activities that are requesting waivers for their personnel should send the waiver requests via a scanned .pdf document or via fax to 805-982-1414. NFACT personnel will ensure that the waiver packages are complete and appropriate, log them, coordinate the approval/disapproval with the waiver approving officials, and give final notification of approval/disapproval to the field.
4. Activities are encouraged to submit APC waiver requests for their designated employees that are occupying CAPs. One request letter can cover numerous employees. Enclosure (1) provides a sample cover letter for requesting APC waivers. However, separate documentation for each individual employee must be provided as reflected in enclosure (2). Enclosure (2) should be completed by the applicant and provided to the supervisor

for certification and approval prior to being sent to NFACT for final approval/disapproval.

5. There seems to be some confusion surrounding the different types of waivers and approving authority for those waivers. NAVFAC has been delegated authority to approve **only** APC Selection Standard Waivers. Per reference (b), the Navy Director, Acquisition Career Management (DACM) is the final approving authority for all Critical Acquisition Position (CAP) waivers. CAP waiver requests are **extremely** rare. However, should your activity need a CAP waiver approval, the waiver request should be sent via NFACT, Ms. Judy Boos, for appropriate processing. NAVFAC Headquarters will forward all CAP waiver requests to the DACM for approval/disapproval.
6. All references listed in this letter can be found on the Community Management website at <http://cmcell.navfac.navy.mil>. Please feel free to contact Ms. Judy Boos at 805-982-4415 or Ms. Lana Lyskin at 805-982-6550 with any questions.


for AMY C. YOUNTS

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**FORMAT FOR REQUESTING ACQUISITION PROFESSIONAL COMMUNITY
SELECTION STANDARD WAIVERS**

From: (Management official making the request)

To: (Management Official authorized to grant APC selection standard waiver.

Note: this authority may be re-delegated no lower than to a Flag
Officer, general officer, SES member, or an activity head.)

Via: (As determined by command)

Subj: REQUEST FOR ACQUISITION PROFESSIONAL COMMUNITY (APC)
SELECTION STANDARD WAIVER

Encl: (1) (attach the APC Selection Standard Waiver Request Form for each applicant)

1. Please grant an APC selection standard waiver for the *employees identified in Enclosure (1).

2. Provide justification for granting the waiver. Include in the justification the following statement: "I certify significant potential for advancement for the following reasons: (insert the rationale)." Include documentation, where appropriate, in support of the explanation.

Signature of requesting official and title

Approved/Disapproved:

Signature of approving official, title, and date

Distribution (after approval):

Original to Civilian HRO, BUPERS (PERS-447), or CMC, Code MMOA-3, as appropriate

Copy to requesting official

Copy to DACM

*Only persons in or tentatively selected for CAPs may be granted APC selection standard waivers. If the person has been tentatively selected for a CAP, provide information as it relates to the CAP. For example, if a GS-13 has been tentatively selected for a GS-14, the information supplied on the APC Selection Standard Waiver Request Form should be for the GS-14 position.

Enclosure (1)

APC SELECTION STANDARD WAIVER REQUEST FORM

Name:

Date:

*Position Title: *(Civilian Series or Military Designator and Grade)*

Organization, Code, and Address:

Position Description Number

CPCN for civilians:

UIC/BSC for Navy military:

Identify the APC selection standard(s) that you don't meet: *(Be specific, e.g., lacks 1 of the required 4 years of acquisition experience.)*

****Only persons in or tentatively selected for CAPS may be granted APC selection standard waivers. If the person has been tentatively selected for a CAP, provide information as it relates to the CAP. For example, if a GS-13 has been tentatively selected for a GS-14, the information should be for the GS-14 position.***